

Highwood Public Library Freedom of Information Act Policy

A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. The operating budget for the current fiscal year is posted on our website www.highwoodlibrary.org
 - a. Funding sources are property taxes, interest income, fines and fees, state grant, gifts and donations, and reserves.
- C. The office is located at 102 Highwood Ave, Highwood, IL 60040
- D. We employ approximately the following number of persons:
 - a. Full-time 1 (director)
 - b. Part-time 7
- E. The following organization exercises control over our policies and procedures: *The Highwood Public Library Board of Trustees*, which meets monthly on the 3rd Monday of each month, 7:00 p.m., at the library.
 - a. The current board membership and officers are listed on the library website.
- F. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, and various other staff.

Information and records are available to the public in the following manner:

- A. Complete the Highwood Public Library Freedom of Information Request Form, available at the library website.
- B. Requests must be made by mail via the postal service, e-mail, or in person and should be directed to the following individuals: Library Director and/or FOIA officer at Highwood Public Library, 102 Highwood Ave, Highwood, IL 60040.
- C. Indicate whether the information requested is for “commercial purpose” in request (1), (2)
- D. Specify if the records requested are to be disclosed for inspection or to be copied. Indicate which records are requested to be certified, if applicable.
- E. To reimburse our actual costs for reproducing and certifying (if requested) the records, the following fees will be charged:

\$1.00 for each certification of records

No charge for the first fifty (50) pages of black and white text, letter or legal size

\$0.15 per page for copied records in excess of 50 pages

Actual copying cost of color copies and other sized copies will be charged

F. If the records are kept in electronic format, a specific format may be requested and *if feasible*, will be so provided. If not, records will be provided either in the electronic format in which they are maintained (which will require payment by the requestor of the actual cost of the medium only, i.e. CD, etc.) or in paper with any applicable fees.

G. The office will respond to a written request within five (5) business days or sooner if possible. An extension of an additional five (5) business days may be necessary to properly respond. A business day is defined as a weekday in which the library is open to the public. The 5 business day response timeline begins the day after any employee or official receives the request.

H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

I. The place and times where the records will be available are as follows:

10:00 a.m. to 5:00 p.m. Monday through Thursday at Highwood Public Library, Business Office, 102 Highwood Ave, Highwood, Illinois 60040

J. Certain types of information maintained by us are exempt from inspection and copying; however the following types or categories of records are maintained under our control and may be requested:

1. Monthly Financial Statements
2. Annual Reports
3. Operating Budgets
4. Annual Audits
5. Minutes of the Board of Library Trustees
6. Library Policies
7. Bids and Specifications
8. Annual Reports to the Illinois State Library

(1) "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

(2) In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

Freedom of Information Request Form

TO: FOIA Officer
Highwood Public Library
102 Highwood Ave
Highwood, IL 60040

FROM:
Name
Street Address
City, State, Zip Code
Phone Number
Fax Number
E-Mail Address

SPECIFIC DESCRIPTION OF REQUESTED RECORD(S)

Please indicate what types of copies you would like to receive:

- Printed Copy
 Electronic Copy
 Certified Copy

Is this request being made for a commercial purpose? _____

Please note: *It is a violation of the Freedom and Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.*

Date Received _____ Date Response Due: _____

Date _____

Signature _____